

**Village at Brickett Hill
Clubhouse Reservation Form**

Unit Owner: _____ Telephone: _____

Date Reserved: _____ Hours of Function: _____

Purpose of Function: _____ Number of Guests: _____ (not to exceed 75)

Deposit Received: _____ Insurance Binder Attached: _____

****Function held: Upstairs ____ please check off. Downstairs will be unavailable until further notice.**

CLUBHOUSE USE AGREEMENT

This agreement is limited to the Clubhouse Function Room and Rest Room facilities only

1. **A usage fee of \$50.00 is required for all private functions (paid by separate check)** *Private is defined as "by invitation only to resident(s) and /or non-resident(s), exclusively. Not open to all community members. Not an Association sponsored event/gathering or club.*
2. **A refundable security deposit of \$150.00 (paid by separate check). Please complete the clean-up checklist attached and leave in the mail slot when you leave the clubhouse.**
3. The Unit Owner must provide a Personal Certificate of Liability Insurance in the amount of Three Hundred Thousand Dollars (\$300,000.00), waived in case of bereavement.
4. The undersigned indemnifies and saves harmless the Village at Brickett Hill Condominium Trust and all unit owners and mortgagees of the Village at Brickett Hill and /or units therein from any liability arising out of the use of the premises including but not limited to any liability with respect to the use of alcohol.
5. The Clubhouse is restricted to Unit Owners and their guests for social, non-profit, non-political purposes only.
6. All functions must be over by mid-night.
7. Clubhouse must be left clean, rugs vacuumed, stove and refrigerator cleaned and dishwasher is empty.
8. **All foods and trash must be removed from the premises by the renting owner.**
9. **The Clubhouse is a Non-Smoking Facility.** The outside front ashtray is there for any smokers.
10. Any personal property left in the Clubhouse before, during and/or after the function shall be done so at the risk of the owner, and Trust will not be responsible for any loss.
11. Any party involving minors (under the age of 21) must be supervised and attended by the Unit Owner.
12. Taping, stapling tacking or otherwise adhering anything to ceiling, windows and wall is not permitted.
13. The Fireplace, Pool, Deck and Tennis Courts are off limits during use of Clubhouse. Use of grills is not allowed.

Please assist your guests in respecting the Parking Regulations of our community. Parking is allowed in the marked areas in front of the Clubhouse or in the marked areas in front of the Tennis Courts. Guests can use the Clubhouse side of Brickett Hill Circle. No parking is allowed on the drive to the mailroom.

I understand that failure to abide by any and/or all of these terms and conditions will result in the loss of all or part of my deposit at the sole discretion of the Board of Trustees.

I have read and agree to the terms and conditions for the use of the Clubhouse at the Village at Brickett Hill.

Signed: _____ Approved: _____ Date: _____

Unit Owner

VBH Representative

Alcohol Beverage Waiver

This agreement must be signed by any Unit Owner reserving the Clubhouse for social purposes.

Alcohol beverages shall not be provided to or consumed by any underage guest(s) during a private party. Alcoholic beverages must be consumed inside the clubhouse, exclusively. Hosts of a private function and/or their guest(s) MAY NOT BRING ALCOHOL OUTSIDE. THIS INCLUDES THE CLUBHOUSE DECK.

I/We hereby agree to release from any liability and hold harmless the Board of Trustees and the Village at Brickett Hill Condominium Association from any damage, injury, harm, or loss that I or my guests may suffer as a direct or indirect result of the use or availability of alcohol beverages in the clubhouse.

Unit Address

Date

Legal Owner

Date

Legal Owner

Date

Village at Brickett Hill

49-10 Brickett Hill Circle, Haverhill, MA 01830

978-374-3008

Required acknowledgement for Clubhouse rental

There will be nothing attached to any ceilings, walls, woodwork, doors, windows or any part of the clubhouse with any form of adhesive, including, tape, staples, tack or any other method.

Signed- Renter

Unit Number

PMA Initial

**PLEASE COMPLETE THIS FORM WHEN LEAVING THE
CLUBHOUSE/FACILITY AFTER YOUR EVENT AND LEAVE IN THE
MAIL SLOT IN THE OFFICE.**

Unit Owner: _____

Unit Address: _____

Date of Event: _____

Telephone #: _____

REQUEST FOR RETURN OF DEPOSIT

The clubhouse clean-up is complete as checked off below. Please return my deposit.

- ☐ All trash has been removed.
- ☐ All furniture has been returned to its original location.
- ☐ Carpets have been vacuumed.
- ☐ Refrigerator has been emptied.
- ☐ Dishwasher has been emptied
- ☐ Kitchen has been cleaned.
- ☐ No personal property has been left in the facility.

Unit Owner Signature: _____ Date: _____

VBH Approved: _____ Date: _____

Note: You have the option to leave the deposit here at the Brickett Hill Office if planning another function within the year.

Check # Returned: _____ Date: _____ VBH Rep: _____